

# Preschool Development Grants Expansion and Development Grantees Kick-off Webinar

U.S. Department of Education and  
U.S. Department of Health and Human Services

January 14, 2015



# Agenda

- Welcome and Introductions
- Grant Award Notification (GAN)
- Grant Conditions
- Supplemental funding, Budget and Match Requirements
- Scope of Work (SOW)
- Memorandum of Understanding (MOU)
- Amendments, Reporting and other Processes
- Grantee/ED/HHS Communications
- Questions?

# Today's Presenters

## **Presenters:**

**Libby Doggett**, Deputy Assistant Secretary for Policy and Early Learning, Office of Elementary and Secondary Education, U.S. Department of Education (ED)

**Linda Smith**, Deputy Assistant Secretary and Inter-Departmental Liaison for Early Childhood Development for the Administration for Children and Families, U.S. Department of Health and Human Services (HHS)

**Tammy Proctor**, Group Leader, Office of Early Learning, ED

**Richard Gonzales**, Project Officer, HHS

**Miriam Lund**, Project Officer, ED

# Project Officers for Expansion States:

- AR: Mary Moran & Ngozi Onunaku
- CT: Mary Moran & Priscilla Irvine
- IL: Miriam Lund
- LA: Rebecca Marek & Ngozi Onunaku
- MA: Mary Moran
- MD: Tanesha Hembrey
- ME: Ruben Vazquez & Richard Gonzales
- NJ: Shevine Holeman
- NY: Shevine Holeman & Marsha Basloe
- RI: Deborah Spitz
- TN: Shevine Holeman & Kimberly Mitchell
- VA: Tanesha Hembrey & Richard Gonzales
- VT: Ruben Vazquez

# Project Officers for Development States:

- AL: Tanesha Hembrey & Ngozi Onunaku
- AZ: Mary Moran & Marsha Basloe
- HI: Rebecca Marek & Kimberly Mitchell
- MT: Ruben Vazquez & Richard Gonzales
- NV: Shevine Holeman & Priscilla Irvine

# What to Expect in the Next Year

- SOWs due by: **April 1, 2015**, which is 90 days after States received awards (January 1, 2015)
- SOW Template sent out: week of February 2, 2015
- SOW webinar: week of February 9<sup>th</sup>
- MOU's due by:
  - Development Grantees - To be submitted by **June 30, 2015**, which is 180 days after States received awards (January 1, 2015)
  - Expansion Grantees — To be submitted by **April 1, 2015**, which is 90 days after States received awards (January 1, 2015)
- Monthly grantee calls with ED/HHS: begin late February
- In-person Grantee Meeting: **Fall 2015**

# Grant Award Notifications (GAN)

- Verify all data on your GAN
- Read all conditions and attachments
- Maintain the GAN in your grant file

# Grant Conditions

- Conditions are attached to your GAN
- Program-specific conditions are included in document entitled “Attachment T, Grant Conditions

# Supplemental Funding, Budget and Match Requirements

- Year 2 Supplemental funding
- Indirect Costs
- Match Requirements
- Scopes of Work
- Technical Assistance

# Year 2 Supplemental funding

- This supplemental funding is subject to all of the conditions that apply to your Year 1 award.
- Funds awarded with this supplemental Grant Award Notice are for the second budget period (Year 2, beginning January 1, 2016). You may not draw down funds from this supplement until the beginning of the second budget year (starting January 1, 2016).

# Indirect costs

States who are charging indirect costs **MUST** have included either your rate or temporary or provisional rate in your application.

If there are changes to your rate or provisional rate please contact your Project Officer.

# Matching

- Contributions may be cash or in-kind. Existing private-sector support may count towards the match so long as these funds are reallocated in support of the project for which the applicant seeks funding and the applicant can provide appropriate evidence of this commitment. Matching funds may come from either a single entity or multiple entities.
- Matching funds or in-kind donations must be provided from non-Federal sources, such as increased State funding appropriated beginning in State fiscal year prior to the first year of the grant period, local funds, and philanthropic funds, consistent with the requirements of ED's administrative regulations on matching funds in 34 CFR 80.24.
- For more information on matching please visit Section F (Q&A F-1 through F-13) of the FAQ's at <http://www2.ed.gov/programs/preschooldevelopmentgrants/faq.html>

# Matching cont.

- Matching funds must be in addition to (and not supplant) the State or local funds that would otherwise be available for improving the quality of State Preschool Programs and increasing access to High-Quality Preschool Programs.
- The Departments generally consider that State and local funds would be available for this purpose at least in the amount that was available in the preceding comparison year and that the Federal funds and matching non-Federal funds under this program would supplement that amount.

## Scopes of Work

States must submit an individual SOW and one for each Subgrantee. They must include, at a minimum:

- The scope of work must be signed and dated by an authorized Subgrantee official and an authorized Lead Agency official.
- Must contain detailed work plans and budgets consistent with the State's grant application
- Must include the State's and each Subgrantee's specific goals, activities, timelines, budgets, key personnel, and annual targets for key performance measures for the portions of the State's proposed plans that the Subgrantee is agreeing to implement.

# Scopes of Work

## Format

- We will provide a template in the format of an Excel spreadsheet. Use of this template is required to ensure consistency of format across grantees.
- Level of Detail - The SOW should include sufficient detail in the goals, activities and timelines to ensure that the key milestones and deliverables are clear.
- Training on the use of the SOW template will be provided

# Scopes of Work

## Review Process

- ED/HHS staff will be looking for alignment between your SOW and your application
- Your SOW must provide sufficient detail to ensure that key activities, milestones and deliverables are clear, realistic, and follow a logical sequence.
- Eventually your SOW will be uploaded into project management system GRADS360 so you can track progress monthly.
- Once finalized, a copy of your SOW will be posted on the program website.

# Technical Assistance

- Set-aside for Technical Assistance
  - Each grantee has set aside at least \$25,000 for technical assistance activities.
  - These funds are not to be used to provide technical assistance to Subgrantees, local entities, etc.
  - You should use a portion of these funds for your team to travel to the ED/HHS annual grantee meetings.
  - Use of these funds must be consistent with your Application
  - Discuss future use of these funds with the ED/HHS team that is assigned to work with your grant

# Amendments, Reporting and Other Processes

- Grant Amendments
- FFATA Reporting
- Performance Reporting
- Risk Assessment
- Monitoring (phone, onsite, G5, GRADS 360)

# Questions?

# Preschool Development Resources

## Website:

[www.ed.gov/programs/preschooldevelopmentgrants](http://www.ed.gov/programs/preschooldevelopmentgrants)

## FAQs:

<http://www2.ed.gov/programs/preschooldevelopmentgrants/faq.html>

**Email questions** to Becky Marek at [Rebecca.Marek@ed.gov](mailto:Rebecca.Marek@ed.gov) or  
your ED/HHS Project Officer